

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

File#11023

CS-376
REV(1/11)

Description of Position	<p>TITLE OF POSITION: <u>Internal Audit Manager (DOA)</u> CLASSIFICATION CODE: <u>02651700</u></p> <p>SALARY RANGE: <u>(136A) \$70038-\$79371</u> REFERENCE POSITION NO.: <u>5323-10000-18</u></p> <p>Department or Agency Name <u>Transportation</u> APPLICATION PERIOD: <u>12/27/12-until filed</u></p> <p>Division/Section/Unit <u>Planning & Finance</u> / <u>Audit</u></p> <p>Assignment's) / Comments <u>NS</u></p> <p>Shift and Days: <u>Monday-Friday</u> Job Location: <u>Providence/2 Capitol Hill</u></p> <p>Restrictions/Limitations: _____</p> <p>Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u> _____</p> <p>Name of Bargaining Unit Union: <u>Managerial</u></p> <p>There is* <u> </u> is not <u>X</u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u></p> <p>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>
General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position's indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>• Reposted previous applicants for file 11023 need not reapply</p> <ul style="list-style-type: none"> • Title of your present position and date you entered it • Date you entered State service </div> <div style="width: 45%;"> <ul style="list-style-type: none"> • Name of department where you are currently employed • Your business telephone number • Present Union Affiliations </div> </div> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>This position will assist the Section Chief in managing all functions of the External Audit Section, which audits consulting contracts and utility reimbursement agreements to ensure compliance with applicable State and Federal regulations. Specific responsibilities include assisting in process improvement efforts; developing audit programs and Manuals; and developing a framework and assisting in the risk assessment process. The position will oversee audit planning, provide supervision, and manage exit conferences and the reporting process. The Manager will work with other Sections to address issues related to the audit process; assist in settlement of audit disputes and settlements; advise staff on complex accounting and audit issues; and research and provide regulatory interpretations. Knowledge of GAGAS, FAR, applicable CFR, the AASHTO Audit & Accounting Guide, GAAP and GAAS is required. To do related work as required.</p>
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A complete specification describing duties of the position can be found at http://www.hr.ri.gov/classification/)</p> <p>Education: Such as may have been gained through: graduation from a four-year college of recognized standing with a major in accounting or twenty-seven (27) credits in accounting or a Master's Degree in Accounting and professional designation of Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or Certified Fraud Examiner (CFE); and Experience: Such as may have been gained through: considerable employment in a large federal agency, state department or in a large private organization with responsibility for performing complex professional audits or in depth accounting systems and assisting in coordinating and reviewing the work of professional auditors.</p> <p>SPECIAL REQUIREMENT: At the time of appointment, must possess a valid Rhode Island Driver's License and must maintain such licensures as a condition of employment.</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>RIDOT/DEM Human Resources Service Center Two Capitol Hill, Room 214 Providence, RI 02903-1124</p> </div> <div style="width: 45%;"> <p>Telephone #: <u>222-2572</u></p> <p>TTY/TDD #: <u>222-4971</u> (Telecommunication Device for the Deaf)</p> </div> </div> <div style="display: flex; justify-content: flex-end; align-items: center; margin-top: 10px;"> </div>

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER